

ARCS PROCEDURE:	MANUS WEEKLY ROUNDS CHECKLIST	PRO(ARCS)-003.008
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GENSET

See Procedure PRO(GEN)-004.

The following 4 steps are visual inspections and are performed weekly and without the need of performing the GENSET shut down procedure.

Note: Beware that generator could possibly start up should a grid utility power failure occur during inspection.

#	Question	Yes	No
1.	Inspect vibration mounts; are they secure and tight?		
2.	Inspect battery posts; are they clean and free of any corrosion or electrolyte seepage? (See PRO(GEN)-004 to clean.)		
3.	Check fluid level in batteries in the U-VAN, and RECORD LEVEL ON GENSET LOG and Weekly Fax Sheet comments; if low, fill to bottom of the fill tubes with rain water, and record on GENSET LOG and Weekly Fax Sheet comments; is the fluid level now correct?		
4.	Are the battery caps secured and returned to normal configuration?		

EXPANSION VAN – Inventory

#	Question	Yes	No
1.	Are all tools and supplies in their proper place?		
2.	Are desiccants, chemicals, and instruments stored away safely?		

ARCS VANS

See Procedure PRO(ARCS)-007.

#	Question	Yes	No
1.	Inspect outside power connections and seals around doors, hatches, cable entrances, and windows; are they secure and tight and free of cracks or damage?		
2.	Inspect the ground straps from the vans: are they tight and free of corrosion? See PRO(ARCS)-007 to clean		
3.	Inspect the GOES antennas; are mountings secure with tight cable connections?		
4.	Inspect the GOES antennas; is the GOES antenna directed in the correct direction? <i>If NO, see PRO(ARCS)-007 for procedure to align.</i>		

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CEILOMETER

See Procedure PRO(CEI)004

#	Question	Yes	No
1.	Clean the window with a soft cloth and rainwater; is it now clean?		

STAND-ALONE INSTRUMENTS (outside) – Whole Sky Imager (WSI)

Open the west door of the white box and look inside:

#	Question	Yes	No
1.	Is it clean and dry inside?		
2.	Is the coolant water reasonably clear (free of white flakes or color)?		
3.	Is the coolant flowing?		
4.	Does the reservoir have enough water (between fill and full)?		

Close the door:

5.	Is the occulter reasonably tight, not flopping around (wiggle with hand)?		
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Open the east door:

6.	Is the area inside free of varmints/debris?		
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SKYRAD – MFRSR

See Procedure PRO(RSR)-001

#	Question	Yes	No
1.	Place bubble level on the sensor head; is the bubble centered on the sensor head?		

STAND ALONE INSTRUMENTS (inside ISS-Van) – ISS

#	Question	Yes	No
1.	Did you switch operating air conditioners? See PRO(ISS)-002.		

STAND ALONE INSTRUMENTS (outside I-Van) – MMCR

#	Question	Yes	No
1.	Perform inspection from the ground. Are all Radome clamps and assemblies intact and secure?		

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HYDROGEN GENERATOR

#	Question	Yes	No
1.	Did you perform Hydrogen Generator weekly maintenance check? <i>See PRO(BBSS)-007, BBSS: Electrolyzer Operations and Maintenance.</i>		
2.	Is the oxygen (oxygen test against air) level greater than 20%? <i>If NO, change Chromous Chloride Solution, see PRO(BBSS)-007, BBSS Electrolyzer Operations and Maintenance</i>		